



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ARCHIVIST II

Job Number: 20001065

Job Code: 50530V150716

Job Group: 5000 - LIBRARIES

Job Established: 06/16/1982

Job Revised: 07/16/2015

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees performing archival related functions and personally performs professional archival work including appraisal, arrangement, description, preservation, and research of permanent public records and archival material; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in history, library science, public administration, social science or a related field.

EXPERIENCE:

Must have three years of professional archival experience in one or more of the following areas: reference, appraisal, description, preservation and/or the arrangement of documents.

Substitute EDUCATION for EXPERIENCE:

Graduate study in archival studies, records management, history, library science, public administration, or related field will substitute for the experience on a year-for-year basis not to exceed one year.

Substitute EXPERIENCE for EDUCATION:

Professional archival experience in one of the above areas will substitute for the education on a year- for- year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, organizes, supervises and reviews the work of professional, administrative and clerical personnel. Provides for in service training, professional development, and evaluates employee performance. Accessions, appraises, arranges and preserves historical public records and makes these records available for research. Assists onsite researchers in using the resources of the State Archives, and researches archival records and other sources to respond to telephone, mail, and email requests for information. Provides appraisal assistance to records management staff. Appraises records to be microfilmed and prepares identification targets for each record series filmed. Plans and carries out special archival projects such as processing collections of records from state and local government agencies, compiling inventories of archival holdings, creating indexes, and using professional preservation techniques to conserve and protect records in archival collections. Accepts and completes assignments for special and/or time –sensitive projects. Disseminates technical information to state and local officials and directly assists them in appraisal, disposition, and preservation of non current permanent records. Plans and prepares procedures for the maintenance of records and documents.

UNIQUE PHYSICAL REQUIREMENTS:

Work occasionally involves lifting heavy boxes and books (up to fifty pounds).

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a library setting. Handles records which have dust, mold and potentially unhealthy materials on them.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.